Supervisory Disbursing Specialist (T)

Supervisory Disbursing Specialist

Security Technician (T)

Security Technician

HR Specialist (T)

HR Specialist

Project Management Specialist (Climate Change Adaptation) (T)

Project Management Specialist (Climate Change Adaptation)

FSN#2011/112 (T)

Supervisory Disbursing Specialist

OPEN TO: All interested candidates

POSITION: Supervisory Disbursing Specialist, FSN-11; FP-4, Trainee

OPENING DATE: September 30, 2011

CLOSING DATE: October 20, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 53,003 per annum (minimum starting salary)

(Position Grade: FP-4 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 1,179,069 per annum (minimum starting salary)

(Position Grade: FSN-11)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Disbursing Specialist in its Disbursing division, Global Financial Service Center (GFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the senior Disbursing Specialist, providing managerial oversight responsibility for Disbursing operations of 60 posts served by GFSC which include cashier monitoring, bank reconciliation, disbursing and collections and foreign currency purchasing. Provide analyses and advice concerning all matters of operational oversight, interdivision coordination, and maintaining the efficient and effective workflow. Perform the full range of supervisory duties for all division staff and also respond to complex technical

inquiries from USDO, A/USDO, Director, FMOs and Management Officers from the entire serviced regions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Accounting, Finance, Business Administration, or related field; (2) Seven years of progressively responsible experience in accounting or financial field, of which at least one year of experience working at a senior level of responsibility in private, public or US government accounting or finance (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an in-depth and expert level of knowledge and understanding of general accounting principles and/or international banking regulations as well as, cash management, account payable, disbursing operations and audit or internal controls; (5) Must possess a very high level of analytical skill, identify probable causes, and determine appropriate corrective action; (6) Must possess interpersonal and communication skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED

CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011

Supervisory Disbursing Specialist

OPEN TO: All interested candidates

POSITION: Supervisory Disbursing Specialist, FSN-12; FP-3

OPENING DATE: September 30, 2011

CLOSING DATE: October 20, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 65,413 per annum (minimum starting salary)

(Position Grade: FP-3 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 1,439,657 per annum (minimum starting salary)

(Position Grade: FSN-12)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Disbursing Specialist in its Disbursing division, Global Financial Service Center (GFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the senior Disbursing Specialist, providing managerial oversight responsibility for Disbursing operations of 60 posts served by GFSC which include cashier monitoring, bank reconciliation, disbursing and collections and foreign currency purchasing. Provide analyses and advice concerning all matters of operational oversight, interdivision coordination, and maintaining the efficient and effective workflow. Perform the full range of supervisory duties for all division staff and also respond to complex technical inquiries from USDO, A/USDO, Director, FMOs and Management Officers from the entire serviced regions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Accounting, Finance, Business Administration, or related field; (2) Eight years of progressively responsible experience in accounting or financial field, of which at least two years of experience working at a senior level of responsibility in private, public or US government accounting or finance (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an in-depth and expert level of knowledge and understanding of general accounting principles and/or international banking regulations as well as, cash management, account payable, disbursing operations and audit or internal controls; (5) Must possess a very high level of analytical skill, identify probable causes, and determine appropriate corrective action; (6) Must possess interpersonal and communication skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011

FSN#2011/115 (T)

Security Technician

OPEN TO: All Interested candidates

POSITION: Security Technician, FSN-5; FP-9

OPENING DATE: September 30, 2011

CLOSING DATE: October 13, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) High Vocational Degree in Electronics/Electrical/Mechanical Engineering is required; (2) A minimum of four years prior experience working in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address and vehicle arrest systems is required; (3) Must be able to read, write, speak and comprehend English at Level III (good working knowledge); (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment; (5) Must be able to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: OCTOBER 13, 2011

FSN#2011/115

Security Technician

OPEN TO: All Interested candidates

POSITION: Security Technician, FSN-6; FP-8

OPENING DATE: September 30, 2011

CLOSING DATE: October 13, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) High Vocational Degree in Electronics/Electrical/Mechanical Engineering is required; (2) A minimum of five years prior experience working in major repairs and installation of electrical and heavy duty mechanical equipment, closed circuit television, alarm systems, public address and vehicle arrest systems is required; (3) Must be able to read, write, speak and comprehend English at Level III (good working knowledge); (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment; (5) Must be able to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: OCTOBER 13, 2011

FSN#2011/116 (T)

HR Specialist

OPEN TO: All Interested Candidates

POSITION: HR Specialist, FSN-9; FP-5 (Steps 1 through 4) (Trainee)

OPENING DATE: October 7, 20011

CLOSING DATE: October 20, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Steps 1 through 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of HR Specialist in its Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Human Resources (HR) Specialist assisting Regional HR Specialist, Supervisory HR Officer and two Regional HR Officers in the administration of the Locally Employed (LE) Staff Human Resources program for State and other US Government agencies in Thailand including the Consulate in Chiang Mai. Supports approximately 1,000 LE Staff, as well as LE Staff at three regional posts. Directly supervises three to five HR Assistants who administer all HR functions for LE Staff from recruitment to retirement, including data entry and verification of information, personnel actions and personnel management. Oversees the recruitment function for LE Staff, Official Residence Expense (ORE) and Mission Incentive Awards Programs. Directly assigned to provide full HR support to one regional Post (Dili, Timor-Leste) and travel to the assigned Post at least twice yearly.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Human Resources Management, Business Administration, Psychology, Communication or related field; (2) Three years of progressively responsible experience in personnel management and/or administration with at least one year administering an HR program in a large organization; (3) Level IV (Fluency) in speaking/ reading/writing in English and Thai; (4) Thorough knowledge of Thai Labor Laws and labor market, (5) Must be able to provide comprehensive management advisory and professional services on all HR related issues regarding the LE staff program; (6) Good working knowledge of Microsoft Office software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011

FSN#2011/116

HR Specialist

OPEN TO: All Interested Candidates

POSITION: HR Specialist, FSN-10; FP-5 (Steps 5 through 14)

OPENING DATE: October 7, 20011

CLOSING DATE: October 20, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Steps 5 through 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of HR Specialist in its Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Human Resources (HR) Specialist assisting Regional HR Specialist, Supervisory HR Officer and two Regional HR Officers in the administration of the Locally Employed (LE) Staff Human Resources program for State and other US Government agencies in Thailand including the Consulate in Chiang Mai. Supports approximately 1,000 LE Staff, as well as LE Staff at three regional posts. Directly supervises three to five HR Assistants who administer all HR functions for LE Staff from recruitment to retirement, including data entry and verification of information, personnel actions and personnel management. Oversees the recruitment function for LE Staff, Official Residence Expense (ORE) and Mission Incentive Awards Programs. Directly assigned to provide full HR support to one regional Post (Dili, Timor-Leste) and travel to the assigned Post at least twice yearly.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Human Resources Management, Business Administration, Psychology, Communication or related field; (2) Three years of progressively responsible experience in personnel management and/or administration with at least one year administering an HR program in a large organization; (3) Level IV (Fluency) in speaking/ reading/writing in English and Thai; (4) Thorough knowledge of 3 Foreign Affairs Manual (FAM) & Foreign Affairs Handbook (FAH), Employee Handbook, CAJE regulations, Performance Management Guidelines, Post Management Instructions and Staff Notices related to LE staff Personnel Administration and RHR Standard Operating Procedures (SOP), as well as Thai Labor Laws and labor market, (5) Must be able to provide comprehensive management advisory and professional services on all HR related issues regarding the LE staff program. (6) Good working knowledge of Microsoft Office software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011

FSN#2011/113 (T)

Project Management Specialist (Climate Change Adaptation)

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Project Management Specialist (Climate Change Adaptation), FSN-11 (Trainee)

OPENING DATE: September 30, 2011

CLOSING DATE: October 13, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (Climate Change Adaptation) in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for planning, developing, managing, monitoring, and reporting environmental activities and programs across Asia and the Pacific, consistent with the RDMA's priorities and USAID development objectives. A primary focus area for this position is addressing climate change-related challenges, particularly with respect to climate change adaptation and increasing the adaptation capacity and resilience of communities and countries to the negative impacts of climate change in Asia and the Pacific.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's Degree or equivalent in at least one of the following subject areas: climate change; environmental or ecosystem sciences; civil, environmental or irrigation engineering; architecture; disaster risk management sciences; earth and general sciences including chemistry, geography, geology, hydrology, meteorology, physics, oceanography, or geophysical sciences; life sciences including agriculture, biology, botany, zoology, marine biology, medical doctor, public health, or veterinary medicine; natural resources management including forestry, water resources, marine resources, or coastal environments; urban and/or regional planning; sociology, socio-anthropology or socio-geography; or, public policy, political science, governance, or economics; (2) At least six years of program or project management experience in addressing environmental issues, with at least three years of this experience in climate change adaptation and resilience, or a climate change/ disaster risk reduction - related field such as water supply & sanitation, flood mitigation, urban planning, watershed management (including payments for ecosystem services); (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have demonstrated knowledge and understanding of the critical threats and negative impacts facing Asia due to climate change; (5) Must have the demonstrated capability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners; (6) Must possess excellent communication skills and strong presentation skills.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: OCTOBER 13, 2011

FSN#2011/113

Project Management Specialist (Climate Change Adaptation)

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Project Management Specialist (Climate Change Adaptation), FSN-12

OPENING DATE: September 30, 2011

CLOSING DATE: October 13, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (Climate Change Adaptation) in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for planning, developing, managing, monitoring, and reporting environmental activities and programs across Asia and the Pacific, consistent with the RDMA's priorities and USAID development objectives. A primary focus area for this position is addressing climate change-related challenges, particularly with respect to climate change adaptation and increasing the adaptation capacity and resilience of communities and countries to the negative impacts of climate change in Asia and the Pacific.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's Degree or equivalent in at least one of the following subject areas: climate change; environmental or ecosystem sciences; civil, environmental or irrigation engineering; architecture; disaster risk management sciences; earth and general sciences including chemistry, geography, geology, hydrology, meteorology, physics, oceanography, or geophysical sciences; life sciences including agriculture, biology, botany, zoology, marine biology, medical doctor, public health, or veterinary medicine; natural resources management including forestry, water resources, marine resources, or coastal environments; urban and/or regional planning; sociology, socio-anthropology or socio-geography; or, public policy, political science, governance, or economics; (2) At least seven years is required of program or project management experience in addressing environmental issues, with at least three years of this experience in climate change adaptation and resilience, or a climate change/ disaster risk reduction -related field such as water supply & sanitation, flood mitigation, urban planning, watershed management (including payments for ecosystem services); (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have demonstrated knowledge and understanding of the critical threats and negative impacts facing Asia due to climate change; (5) Must have the demonstrated capability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners; (6) Must possess excellent communication skills and strong presentation skills.

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